

# State Top Achievement Recognition (STAR) Award Categories & Criteria

## EMPLOYEE OF THE YEAR AWARD (Individual)

**Eligibility:** This category is for an individual employee who does not function in a supervisory or a managerial capacity. Emphasis will be given to the following criteria:

- Demonstrating top-level performance
- Dedication and a willingness to go above and beyond the normal expectations of their job duties.
- Individual activities above and beyond their normal job duties that benefit state taxpayers.
- A candidate must have a minimum of **two** years of experience with the state.

## MANAGER/SUPERVISOR OF THE YEAR AWARD (Individual)

**Eligibility:** This category is for a manager with program responsibilities, or a supervisor whose primary function is supervision of three or more employees. Emphasis will be given to the following criteria:

- Tangible initiative as a leader of the work unit.
- Progressive management practices that include, but are not limited to, supporting flexible work initiatives, such as flexplace or flextime, as a standard practice.
- Employee retention initiatives.
- Implementing cost saving measures within their group that nets savings to state taxpayers.
- Promoting diversity within state government.
- A candidate must have a minimum of **two** years of experience as a manager or supervisor with the state.

## TEAMWORK AWARD (Group)

**Eligibility:** This category is for a team of employees who collaborated and worked together on a project or effort that had significant benefit or value to a department or the state as a whole. Emphasis will be given to the following criteria:

- Demonstrating cooperation, collaboration, and a commitment to working toward a common goal.
- Building effective collaborative relationships across different groups or departments to define and solve problems.
- Using initiative and creativity to solve a priority assignment.
- Completing a project or effort on time and/or under budget.
- Inspiring others with their actions and attitude.
- The team may consist of a single work unit, a cross-functional work group, or an interagency project team.

## THE CITIZENSHIP AWARD (Individual or Group)

**Eligibility:** This category is for either an individual or a group of employees who have exhibited exemplary voluntary service or an act of heroism in the community. Emphasis will be given to the following criteria:

- Service may or may not be related to their job function, but the act(s) must be outside of the normal, paid assignment.
- Giving of one's time and/or finances.
- Claims must be able to be substantiated through third party witnesses to the act(s).

#### GREENING GOVERNMENT INITIATIVES (Individual or Group)

**Eligibility:** This category could apply to efforts by an individual, group of employees, division or department that has initiated ongoing and sustainable greening initiatives. Emphasis will be given to the following criteria:

- Reduction in the use of energy (electricity or heating fuel), water, petroleum, paper, or office or construction-related waste in state government.
- Increase in the use of renewable energy in state government. Renewable energy is defined as energy generated by wind, solar, biomass, biofuels, or geothermal sources.
- Increase in the use of environmentally preferable products (products that have a lesser or reduced effect on human health and the environment when compared to competing products that serve the same purpose). Consideration is given to a product's energy profile, recycled material content, toxicity, or impact on air and water resources.
- A significant increase in employee or community awareness of the intent and benefits of the Greening Government Program.
- Non-traditional methods of doing business, such as a comprehensive flexplace or flextime initiatives that applies to a larger percentage of employees that subsequently reduces travel to work.
- The greening initiative must be ongoing, have been in operation for at least a year, or has shown immediate and substantial savings or reduction in waste.

To nominate one of your fellow employees go to:

<http://www.colorado.gov/dpa/forms/dpa/STAR10/STAR10nom.asp> and complete the nomination form for the appropriate award category.